

Missouri Assessment Program

Materials Ordering & Inventory Information

Spring 2008

Test Book Accountability

SECURITY BARCODE RANGE LABEL: In an effort to simplify the tasks associated with the verification and distribution of the MAP test materials there is a security barcode range label on each shrink-wrapped package of test books. The security barcode range label lists the unique 8-digit alpha-numeric code on the front cover of all secure test books within each package.

NEW→TEST BOOK ACCOUNTABILITY FORM: The Security Barcode Verification Form is no longer required. The Test Book Accountability Form replaces it. The Test Book Accountability Form accounts for all books distributed to a school, whether scoreable, unused, missing, damaged or destroyed, and requires the School Test Coordinator's signature. The DTC must fax the Test Book Accountability Forms to CTB. For detailed information please reference page 13 of the Test Coordinator's Manual for the Test Book Accountability Form instructions.

Ordering Additional Materials

DISTRICT TEST COORDINATOR'S ROLE: The District Test Coordinator is responsible for ordering all additional materials required within the district. This applies to secure test materials as well as materials included in the test coordinator packet. If you are solely responsible for ordering materials you can control the process and effectively track the materials ordered.

SCHEDULE FOR ORDERING ADDITIONAL TESTING MATERIALS: Please see the table below for schedule and shipping information. To ensure schools receive the test materials they require in a timely fashion, please contact the School Test Coordinators in your district as early as possible. Remember to allow enough time for processing and shipping to avoid expedited shipping charges.

Ordering Additional Testing Materials			
Start Date	End Date	Shipping Mode	Shipping Costs
March 14	April 11	UPS Ground Service*	CTB
April 14	April 21	Next Day or 2 nd Day Service	District

*All shipments will be sent via UPS Ground. If a district requires next-day or second-day service they will be responsible for the cost of expedited shipping. To do so, call the MAP Service Line at 1-800-544-9868. When placing your order please provide a purchase order number or credit card number, as well as your preferred shipping mode – Next Day or Second Day.

MATERIALS AVAILABLE ELECTRONICALLY: Some of the non-secure MAP materials that do not require scanning will be posted to the DESE website. The documents (PDFs) will be accessible and easy to download. Instructions for downloading a PDF are posted on the DESE website for your convenience. Download the PDF, print it yourself and distribute or distribute via email and leave the printing to the recipient. It is a fast and simple solution. Please access the documents listed below at <http://dese.mo.gov/divimprove/assess/map/>

- Test Book Accountability Form
- District Add/Short Form
- School/Group List (SGL)
- Student Barcode Label Instruction Sheet
- Various Cover Letters
- Missing Test Materials Form
- School Add/Short Form
- Braille Omit Return Instruction Sheet
- Test Coordinator's Manual

If you have questions regarding this information or need assistance of any kind please contact the MAP Service Line at 1-800-544-9868.